

# VILLAGE OF ESTERO, FLORIDA

## VILLAGE COUNCIL MEETING MARCH 17, 2015

### REQUEST FOR VILLAGE COUNCIL CONSIDERATION

Agenda Item: 9. (C)	Prepared By: Bob Lienesch/ECCL
Agenda Section: Council Business	
Subject:	Resolution Regarding Interim Finance Director

#### BACKGROUND:

**The timing of selecting, on a contractual basis, the Interim Finance Director is critical given the need to establish banking accounts, a line of credit, select an accounting system, establish internal financial controls, and begin the budget process for the next fiscal year.**

**To expedite the process, the ECCL requested proposals from three firms experienced in all aspects of Florida municipal finance, and that could provide, on a contractual basis, an Interim Finance Director. The firms included the CPA firm, Adgate, Pace and Associates (APA), and two consulting firms, Severn Trent (ST) and Government Services Group (GSG).**

**APA proposes to provide the services of Ms. Lisa Pace, the former Bonita Springs Finance Director. Alternatively, ST and GSG propose to identify and provide a competent Interim Finance Director working under their supervision. Bob Lienesch, the ECCL Finance Director believes that all three firms are capable of providing the service, although ST and GSG do not maintain a local office, and would be significantly more costly. Ms. Pace is a CPA, an Estero resident and the CPA firm, APA, of which she is a partner, maintains an office in Estero. The APA proposal is for hourly services, not to exceed \$6,000 per month, for a minimum term of 3 months, up to December 31, 2015.**

**A favorable letter of recommendation of Ms. Pace was received from Carl Schwing, City Manager of Bonita Springs. Also, Mr. Ken Small, of the FLC, described her as a "good, experienced person very capable of performing the job."**

**Based on interviews and extensive discussions with Ms. Pace, cost considerations, the recommendations of Messrs. Schwing and Small, Mr. Lienesch recommends that the Council select Ms. Pace as the Interim Finance Director, effective as of March 17, 2015 for a term up to December 31, 2015**

**FUNDING SOURCE / FISCAL IMPACT:**

Fees as quoted and approved by Council

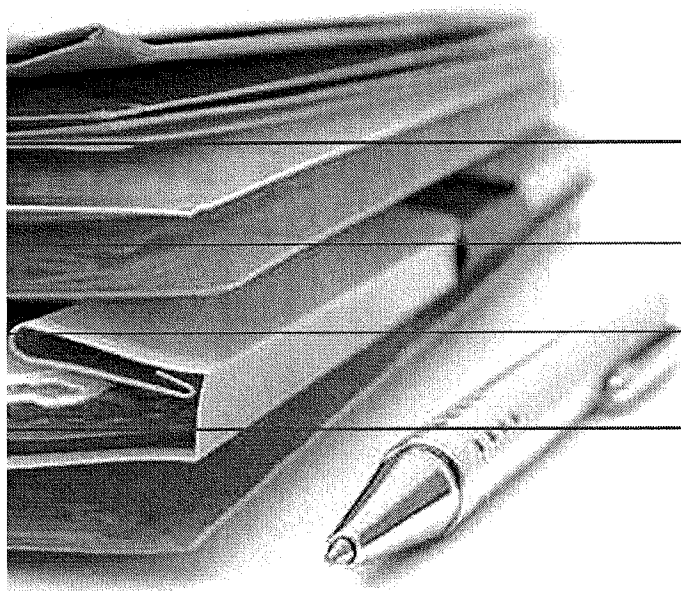
**RECOMMENDATION:**

Approve Resolution confirming the appointment of \_\_\_\_\_ to as Interim Finance Director.

**POTENTIAL MOTION:**

I make a motion to approve the resolution confirming the appointment of \_\_\_\_\_ as Interim Finance Director; authorizing the Interim Village Attorney to draft necessary Agreements, and authorizing the Village Mayor to execute Agreement.

# The Village of Estero



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Tax Planning & Preparation

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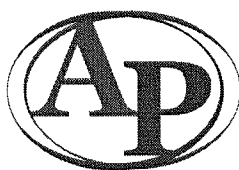
Financial Audits

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Local Governmental Consulting

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Bookkeeping



ADGATE, PACE  
& ASSOCIATES  
CERTIFIED PUBLIC ACCOUNTANTS

## Scope of Services Proposal

Presented to:  
The Village of Estero  
February 24, 2015

[www.AdgatePaceCPA.com](http://www.AdgatePaceCPA.com)

## About Us...

We believe in the value of relationships. Our firm views every client relationship like a partnership, and believes that our success is a result of your success.

We provide a variety of services including:

- Local Governmental Accounting and Consulting
- Income Tax Preparation for all types of businesses, and individuals
- Non-Profit Accounting
- Accounting Software: setup, support and training
- Business startup services
- Monthly bookkeeping
- Financial statements – making sure your financial records are timely and accurate

Our continual investment of time and resources in professional continuing education, state-of-the-art computer technology and extensive business relationships is indicative of our commitment to excellence.



**ADGATE, PACE  
& ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

10000 Arcos Avenue, Suite 102, Estero, FL 33928

Tel: 239.390.5005

Email: [Lisa@AdgatePaceCPA.com](mailto:Lisa@AdgatePaceCPA.com)

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**ADGATE, PACE  
& ASSOCIATES**  
CERTIFIED PUBLIC ACCOUNTANTS

ESTERO OFFICE: 10000 Arcos Avenue | Suite 102 | Estero | FL 33928 | Tel: 239.390-5005 | Fax: 239.390-5003  
FORT MYERS OFFICE: 13571 McGregor Blvd. | Suite 24 | Ft. Myers | FL 33819 | Tel: 239.267.8756 | Fax: 239.236.0809

ADGATE, PACE & ASSOCIATES, CPAs, PA  
[WWW.ADGATEPACECPA.COM](http://WWW.ADGATEPACECPA.COM)

February 25, 2015

Village Council Members  
Village of Estero  
Estero, Florida 33928

Dear Village Council Members:

The ECCL on behalf of the Village of Estero has requested proposals for the following services:

- Interim Finance Director Services
- Accounting and Bookkeeping Services


Experience that differentiates and qualifies us for this engagement:

- 1st and most recent Finance Director of City of Bonita Springs
- Recipient of Key to City of Bonita Springs for 11 years of service
- Certified Public Accountant in Florida for past 17 years
- Over 15 years in Local Government Financial Reporting and Management
- Presentation of Budget to City Council and Residents for 11 years
- Preparation and Presentation of Five Year Financial Projections for Local Government
- Recipient of Certificate of Achievement for Excellence in Financial Reporting Award
- Experienced with the Village of Estero Revenue Sources collected by Florida and Lee County
- Experienced with negotiations with Lee County and Private Sector for Services
- Estero Based Certified Public Accountant (CPA) firm
- Resident of Stoneybrook in Estero since 2010

The scope of services are outlined on the following pages, including pricing.

We are excited for the opportunity to provide financial services to the Village of Estero and are ready to commence immediately. We look forward to playing a role in establishing our new Village.

Sincerely,

  
Lisa Griggs Pace, CPA  
Partner  
Adgate, Pace & Associates, CPAs, PA

Members of: AICPA, FICPA

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## Village of Estero - Scope of Services

### Interim Finance Director Services

Oversees the financial operation by directing functions of accounting, budgeting, investing, and debt management. Responsible for preparing the annual budget, financial planning documents, audited financial statements, and internal and external financial reports.

#### Specific Duties and Tasks:

- Managing daily cash collections and disbursements.
- Maintaining financial compliance with contractual obligations and the Village Charter.
- Designing and implementing an effective system of internal control.
- Preparing all financial statements, plans and other financial analyses requested by the Village Manager.
- Preparing requests for proposals for audit, banking, investment, financial advisory and accounting consulting services.
- Assisting in negotiation of agreements with banks, Lee County and other service providers.
- Maintaining a working knowledge of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), and Governmental Accounting Standards Board (GASB) pronouncements.
- Maintaining professional relationships with Village staff and members of the Village Council.
- Communicating clearly and effectively, whether orally or in writing.
- Coordinating the audit function with the independent auditor.
- Identifying and securing all revenue available to the Village.
- Identifying cost saving opportunities.
- Completing all continuing education requirements.
- Maintaining the highest standard of personal integrity.



## Village of Estero - Scope of Services

### Accounting and Bookkeeping Services

Oversees the financial operation by directing functions of accounting, budgeting, investing, and debt management. Responsible for maintaining the financial books and records, preparing the annual budget, financial planning documents, audited financial statements, and internal and external financial reports.

#### Specific Duties:

- Prepare and transport deposit to bank
- Recording all daily cash collections
- Maintain financial accounting system
- Maintain petty cash fund
- Processes and prepares for invoices for payment
- Assist with coding of invoices in compliance with Village Budget
- Pay any debt payments as it comes due
- Reconciles bank accounts and other financial accounts
- Conduct periodic reconciliations of various accounts
- Prepares sales tax returns and reconcile to cash collection records, if applicable
- Maintain an orderly accounting filing system
- Process payroll in a timely manner
- Identifying cost saving opportunities.
- Maintaining the highest standard of personal integrity.

**Lisa Griggs Pace, CPA**  
 Adgate, Pace & Associates, CPAs, PA  
 E-mail: Lisa@AdgatePaceCPA.com Phone: 239.390.5005

- Certified Public Accountant in Florida for past 17 years
- Over 15 years in Local Government Financial Reporting and Management
- 1st Finance Director of City of Bonita Springs
- Recipient of Key to City of Bonita Springs for 11 years of service as 1st Finance Director
- Presentation of Budget to City Council and Residents for 11 years
- Preparation and Presentation of Five Year Financial Projections for Local Government
- Recipient of Certificate of Achievement for Excellence in Financial Reporting Award
- Experience as Independent Auditor for Local Governments, Fire Control Districts, Non-Profit Entities, Local Businesses, and Homeowners Associations.
- Consultant for Local Governments, Fire Control Districts, Non-Profit Entities, Local Businesses, and Homeowners Associations
- Relocated to Fort Myers in 1989 from South Carolina

#### **Past Relevant Professional Experience:**

##### **City of Bonita Springs, Florida**

###### *Finance Director*

Oversees the financial operation of the City by directing functions of accounting, budgeting, investments and debt management. Responsible for preparing the annual budget, financial planning documents, audited financial statements, and internal and external financial reports.

**November 2005-January 2015**

##### **City of Bonita Springs, Florida**

###### *Deputy Treasurer*

Oversees the financial operation of the City by directing functions of accounting, budgeting, investments and debt management. Responsible for preparing the annual budget, financial planning documents, audited financial statements, and internal and external financial reports.

**December 2003-November 2005**

##### **Schultz, Chaipel & Co., LLC, Fort Myers, Florida**

Senior Staff Accountant: Responsible for management of staff assigned to various engagements. Planning and performing of audits and reviews including drafting of financial statements for local governments, non-profits and for profit entities, tax returns and projections for corporations, partnerships, individuals and non-profit entities including assistance with general ledger maintenance, maintaining depreciation schedules, assistance with preparation of clients represent various industries including marinas, construction companies, law firms, and various other entities.

**January 2000 - December 2003**

##### **Briant & Girardin, PA, Naples, Florida**

Staff Accountant - Responsible for planning and performing of audits including drafting of financial statements for non-profit, for profit and common interest realty associations (CIRA) entities including turnover audits tax returns and projections for corporations, individuals and non-profit entities including state and local filings, consulting for non-profit, for profit and CIRA entities, various audit and tax research projects and agreed upon procedures.

**June 1998-January 2000**

**Lisa Griggs Pace, CPA**  
 Adgate, Pace & Associates, CPAs, PA  
 E-mail: Lisa@AdgatePaceCPA.com Phone: 239.390.5005

...continued

#### **Credentials and Education:**

Certified Public Accountant  
 Series 7 Securities License  
 Bachelor of Science, Accounting  
 Issued November 1997  
 Issued December 1996 (dormant since 1997)  
 University of South Florida, Tampa, Florida, May 1994

#### **Computer Software Knowledge and Skills:**

Acquired, Planned and Implemented two new Financial Reporting and Budgeting Software products for Local Governments. Skills including but not limited to: Tyler (Encode), MainStreet accounting software, ProFx Audit vision, Creative Solutions depreciation software, Creative Solutions write-up software, Accountant's Trial balance (ATB), QuickBooks, Skyline accounting software, Profx tax preparation software, Creative solutions depreciation software, CCH tax research program, BNA research programs, Microsoft Excel and Word and other windows programs.

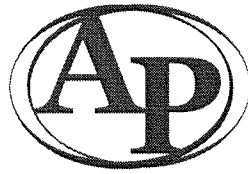
#### **Professional and Civic Affiliations:**

- Past Board Member of Secretary of Southwest Florida Chapter of the Florida Institute of Certified Public Accountants
- Alumni Class of 2002 Leadership Lee County
- Relay for Life of Estero & Bonita - Accounting Chair 2014 & 2015
- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Government Finance Officers Association
- Member of the Southwest Florida Government Officers Association
- Member of Oak River Church



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& ASSOCIATES**  
 CERTIFIED PUBLIC ACCOUNTANTS





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**Village of Estero  
Scope of Services - Budget Proposal**

**Interim Finance Director Services**

Local Government Hourly Rate ..... \$ 100  
Less Preferred Client Discount ..... (25)  
Net Hourly Cost ..... \$ 75

*Not to exceed \$6,000. per month - Estimated 20 hours per week  
Contract Length: Initial term of 3 - 8 months*

.....  
**Accounting and Bookkeeping Services**

Local Government Hourly Rate ..... \$ 50  
Less Preferred Client Discount ..... (10)  
Net Hourly Cost ..... \$ 40

*Not to exceed \$3,800. per month - Estimated 24 hours per week  
Contract Length: Initial term of 3 - 8 months*

**Tel: 239.390-5005**

**[www.AdgatePaceCPA.com](http://www.AdgatePaceCPA.com)**



February 27, 2015

9101 Bonita Beach Road  
Bonita Springs, FL 34135  
Tel: (239) 949-6262  
Fax: (239) 949-6239  
www.cityofbonitasprings.org

**Ben L. Nelson, Jr.**  
Mayor

**Stephen S. McIntosh**  
Council Member  
District One

**Janet Martin**  
Council Member  
District Two

**Steven Slachta**  
Council Member  
District Three

**Peter Simmons**  
Council Member  
District Four

**Michael Gibson**  
Council Member  
District Five

**William C. Lonkart**  
Council Member  
District Six

**Carl L. Schwing**  
City Manager  
(239) 949-6267

**Audrey E. Vance**  
City Attorney  
(239) 949-6254

**City Clerk**  
(239) 949-6247

**Public Works**  
(239) 949-6246

**Code Enforcement**  
(239) 949-6257

**Parks & Recreation**  
(239) 992-2556

**Community Development**  
(239) 444-6150

**To Whom It May Concern:**

It is my pleasure to recommend Mrs. Lisa Pace to provide financial services. As City Manager of the City of Bonita Springs, I had the pleasure of working with Mrs. Pace in her capacity as Finance Director of the City. She was dedicated, knowledgeable and was trusted not only by members of the city staff, but also the elected officials. Under her leadership, the City was not only able to operate under the "Government Lite" philosophy, but did so with substantial reserves in order to handle unforeseen circumstances or Council directed projects with a prudent eye towards fiscal responsibility and care. So successful has the city been at this form of operating, that Bonita Springs' ad valorem tax rate represents only 5% of the total tax bills paid by residents and businesses.

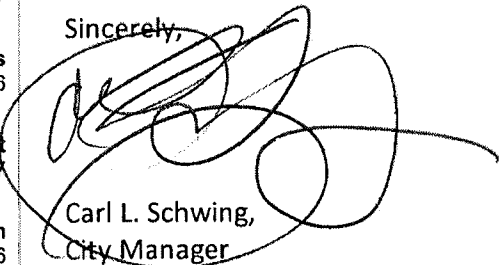
Because of Lisa's experience and credentialing (licensed CPA in the State of Florida), each year when the independent auditor arrived, everything was in such good order that the field work was only four (4) days and the audit opinion and management letter were always clean. Further, the City saved money on the independent audits because all the financial statements were prepared by Lisa and her team, allowing the audit firm to concentrate on really auditing – not statement preparation.

Just this past year, Lisa and her team implemented a new financial software package. The transition was so seamless that staff hardly noticed. This is rare indeed. Now that the software is operating, the new reports and processes only add to the City's control and data management.

In short, Lisa is all about accuracy, responsibility, accountability and quality. I would highly recommend her for any financial service you might require.

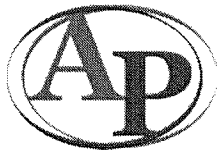
Should you have questions regarding this, please do not hesitate to contact me.

Sincerely,



Carl L. Schwing,  
City Manager





ADGATE, PACE  
& ASSOCIATES  
CERTIFIED PUBLIC ACCOUNTANTS

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WWW.ADGATEPACECPA.com

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FORT MYERS OFFICE: 13571 McGregor Boulevard | Suite 24 | Fort Myers | FL 33919 | Tel: 239.267.1856 | Fax: 239.236.0809

March 8, 2015

Village Council Members  
Village of Estero  
Estero, FL 33928

We are pleased to confirm our understanding of the independent contractor services we are to provide for Village of Estero (the "Village"). We will perform agreed upon services as Interim Finance Director.

Our services will be made in accordance with auditing standards generally accepted in the United States of America, specifically AT Section 201 of the AICPA Professional Standards, where applicable, and in accordance with Florida law, where applicable. Because the above services do not include or constitute an audit conducted in accordance with auditing standards generally accepted in the United States of America, we will not express an opinion on any of the financial statements, accounts, or items referred to above.

We were not engaged to and will not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we will not express such an opinion. If we perform additional procedures or conduct an audit of the financial statements in accordance with auditing standards generally accepted in the United States of America, matters might come to our attention, which would be reported to you.

Our fees for these services will be as outlined below. We will bill you every week as the work progresses, and all invoices are payable upon presentation.

Our fee commitment to the Village is as follows:

Lisa Pace      \$75 per hour \*

\*Monthly billings will not exceed \$6,000 (approximately 20 hours per week) without approval by the Village Manager or Village Council. The initial minimum term of these services will be three (3) months and may continue until December 31, 2015. Thereafter, services may be provided on an as needed basis.

We will make every effort to maximize efficiency and minimize hours.

*Members of: AICPA, FICPA*

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Village of Estero

March 8, 2015

Page 2

We reserve the right to withhold our services if any invoice goes unpaid for 60 days; and if the matter is not successfully resolved upon demand, to take all necessary legal action to recover the amount due us with the successful party in any litigation being entitled to recover their attorney fees and costs.

Parties to this engagement agree that any dispute that may arise regarding the meaning, performance, or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation upon the written request of any party to the engagement. All mediations initiated as a result of the engagement shall be administered by a mediator who is approved by the Twentieth Judicial Circuit Court's Mediation Department. The results of this mediation shall be binding only upon the agreement of each party to be bound. Costs of any mediator shall be shared equally by both parties.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return to us.

An executed copy of the agreement that is electronically transmitted to the parties will be the equivalent of an executed original.

The effective date of the independent contract is March 17, 2015.

Sincerely,

*Lisa Pace*

Lisa G. Pace, CPA

Acceptance:

Agreed and accepted by Village of Estero

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

VILLAGE OF ESTERO, FLORIDA

RESOLUTION NO. 15- \_\_\_\_\_

A RESOLUTION CONFIRMING THE APPOINTMENT OF  
\_\_\_\_\_ AS INTERIM VILLAGE FINANCE  
DIRECTOR; AUTHORIZING THE INTERIM VILLAGE  
ATTORNEY TO DRAFT AGREEMENT; AUTHORIZING  
VILLAGE MAYOR TO EXECUTE AGREEMENT; AND  
PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Village of Estero is a newly incorporated municipality; and

WHEREAS, the Village Council of the Village of Estero has determined that it is in the  
best interest of the Village of Estero to appoint an Interim Village Finance Director until the  
Village Manager provides for a permanent Finance Director; and

WHEREAS, \_\_\_\_\_, has proposed his/her services to the Village of  
Estero as Interim Village Finance Director.

NOW, THEREFORE, be it resolved by the Village Council of the Village of Estero,  
Florida:

SECTION ONE. The Village Council hereby confirms the appointment of  
\_\_\_\_\_ as the Interim Village Finance Director for the Village of Estero.

SECTION TWO. If needed, the Village Council authorizes the Interim Village  
Attorney to draft an Agreement for services based upon the discussion of Village Council during  
the March 17, 2015 Council meeting.

SECTION THREE. The Village Council authorizes the Village Mayor to execute the  
Agreement with \_\_\_\_\_.

SECTION FOUR. This Resolution shall take effect immediately upon adoption.

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46           **ADOPTED BY THE VILLAGE COUNCIL** of the Village of Estero, Florida this  
47       \_\_\_\_\_ day of March, 2015.

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52   Attest:

**VILLAGE OF ESTERO, FLORIDA**

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55   By: \_\_\_\_\_

By: \_\_\_\_\_

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58       \_\_\_\_\_  
         Interim City Clerk

\_\_\_\_\_  
Mayor

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60

61   Reviewed for legal sufficiency:

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63   By: \_\_\_\_\_

64

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66       \_\_\_\_\_  
         Interim City Attorney